



Las Vegas City Schools

POSITION: Credit Recovery Tutor

DATE OF POSTING: September 25, 2017

REPORTS TO: Building Principal – Immediate Supervisor
Superintendent – General Supervisor

REQUIRED QUALIFICATIONS:

Preferred:

1. BA/BS degree in Education, Counseling Social Work, Psychology or current college student related field.
2. Demonstrated tutoring skills
3. Demonstrated collaboration with faculty, staff, students and parents
4. Preferred understanding of up-to-date instructional technology and educational software
5. Ability to work with students with various academic needs

JOB GOAL:

1. To provide educational coaching, goal setting, and assistance to students that leads to course completion in academic courses.
2. To develop transition goals that lead to measurable and documented growth and sustainability during and after course completion.

PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the schools' genuine concern with the education growth, and development of each student.
3. Shall carry out assignments in a timely manner without undue checking.
4. Shall react positively to directives.
5. Shall have a willingness to cooperate with district administrators, principals, and staff.
6. Shall be able to work flexible hours
7. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
8. Shall strive to maintain and improve professional competence.
9. Shall take necessary precautions to protect students, equipment, materials, and facilities.
10. Shall adhere to School Board of Education Policies and Procedures.

SALARY: As per district salary schedule

APPLICATION PROCESS:

1. Classified Application
2. Letter of Interest
3. Resume

To apply: <http://cybercardinal.net/jobs--lvcs>

Application is online at:

http://cybercardinal.net/images/LVCS_forms/certified%20application_template_current.pdf

SUBMIT APPLICATION DOCUMENTATION TO THE FOLLOWING:

Las Vegas City Schools
Human Resources Department
Credit Recovery Tutor Vacancy
901 Douglas Avenue
Las Vegas, New Mexico 87701
Phone (505)454-5700

Las Vegas City Schools is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, age, sex, marital status or handicap in compliance with federal and state laws.